

Military Reservists Called to Active Duty

Purpose

This guide is to assist employees, timekeepers, and supervisors in the event an employee is activated for military duty.

Definition

Military reservists include members of the National Guard or the reserve components of the Army, Navy, Air Force, Coast Guard, and Marines.

Employee Procedures

Step	Action
1	If called to active duty or training, notify your supervisor right away. The same applies if you are called to assist civil authorities or in the event of a national emergency.
2	Provide a copy of your military orders to your supervisor and/or timekeeper, and to ARC's Pay and Leave Services Branch (fax 304-480-8282).
3	If you are called to military duty for more than two weeks , notify ARC's Pay and Leave Services Staff at 304-480-8263 or send an email to Payroll@bpd.treas.gov . This will help ensure that you receive the appropriate information you will need to make the necessary decisions about your employment and benefits.
4	Decide what type of leave you wish to use during your absence and submit appropriate leave requests.
5	For absences of more than two weeks , contact ARC's Pay and Leave Services Branch at 304-480-8263 or Payroll@bpd.treas.gov as soon as possible when you know you are returning to civilian service.

Manager/Supervisor Procedures

1	If employee is called to duty for less than two weeks, no personnel action is required. The time must be posted appropriately in webTA (e.g., regular military leave, emergency military leave, annual leave, LWOP, etc.)
2	If employee is called to duty for more than two weeks, a personnel action (SF-52) placing the employee on LWOP-US must be submitted in HR Connect. As soon as the employee enters LWOP after being activated, the submitting office must note on the action that the LWOP is due to military activation.
3	Review and approve employee's leave requests in webTA for the time frame(s) in question.
4	Initiate personnel action when you are notified that an employee is returning to civilian duty from active duty of more than two weeks.

**Timekeeper
Procedures**

Step	Action
1	Forward a copy of employee's military orders to ARC's Pay and Leave Services Branch if the employee hasn't already done so (fax 304-480-8282).
2	Verify employee's leave balances and how he/she plans to use paid leave or non-paid leave during absence. Contact Pay and Leave Services Branch if unsure how to code the employee's timecard.
3	Pay and Leave Services Branch recommends that timekeepers track military leave balances outside of the timekeeping system to ensure that military leave limits are not exceeded. Individual Leave Records (ILRs) are available in both a paper format and an electronic version for this purpose.

**ARC Benefits Staff
Procedures**

1	Pay and Leave Services Branch notifies the Benefits Staff to let them know when a military reservist is activated for more than two weeks.
2	Benefits emails or faxes to the employee a detailed list of options (decision package) regarding leave use, health insurance coverage during absence, information on their return to civilian employment, etc.
3	Upon receipt of completed decision package, Benefits will initiate any changes to benefits that the employee may have chosen (such as cancellation of health insurance).
4	Benefits forwards a copy of the employee's completed decision package to Pay and Leave Services Branch for any appropriate action on their part (such as lump sum payment for annual leave).
5	Benefits follows up with employee when he/she returns to civilian service to discuss options regarding make-up Thrift Savings Plan (TSP) contributions and/or resumption of health insurance coverage, life insurance coverage, etc.

**For more
information**

Email Payroll@bpd.treas.gov or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266
- All other Mint locations: Terri Walker, 304-480-8263